



---

*Date*

Dear *Business Owner*,

I would like to extend an offer to your organization to become a partner of the Tempe Public Library's Library Comicon, which takes place on Saturday, January 23, 2016 from 11 am-3pm. Join the Tempe Public Library as we celebrate this pop culture phenomenon.

**Event Description**

This event will be a multifaceted event for children, teen and adult fans of comics and cosplay. This event will feature authors, artists, demonstrations, information, comics, a costume contest sponsored by Phoenix Comicon and more.

A copy of the 2016 Tempe Public Library Vendor Commitment Form is enclosed for your review. Please feel free to call me at 480/350-5569 to discuss any ideas or suggestions that best meet the goals of your company. We look forward to your support for this Tempe Public Library event.

**Benefits of Partnership**

Supporting this Tempe Public Library event through a partnership is an opportunity for your business to contribute back to the community. As a partner, your corporate logo will be incorporated into all advertising mediums, including, websites, flyers, posters, bookmarks, press releases, and the quarterly Tempe Public Library newsletter, to name a few. In addition, on-site signage the day of the event ensures that the event attendees will know of your community involvement.

A copy of the 2015 Tempe Public Library Partnership Commitment Form is enclosed for your review. Please feel free to call me at 480/350-5569 to discuss any ideas or suggestions that best meet the goals of your company. We look forward to your support for this Tempe Public Library event.

If you are a seller, you will need a Tempe Sales Tax License and an Arizona Joint Tax License. If you don't already have these they can be found at <http://www.tempe.gov/home/showdocument?id=4246>  
[www.aztaxes.gov](http://www.aztaxes.gov)

Sincerely,

Jill Brenner  
Librarian  
Tempe Public Library

## Tempe Public Library Promotional Opportunities

Media	Category	Description
Library Website	Promotional Exposure	
Library Facebook	Promotional Exposure	
Check Us Out!	Quarterly Tempe Public Library Newsletter	1,500 available at the Library and on library website
Library Digital Signage	Promotional Exposure	Slide available prior to event
Posters	Promotional Exposure	Posters hung in the library
Bookmarks	Promotional Exposure	Bookmarks available at the library and other locations as they become available
Tempe News	Press releases(s)	Media outlets, event Calendars & Visitor Publications
Tempe Opportunities	Quarterly City Activities Brochure	
Tempe Today	City Newsletter	
Digital Signage-Other Locations	Promotional Exposure	Slide available prior to event
Table	During the Event	Presence at event to promote your business
Banner	During the Event	Acknowledgement of all sponsors



## 2016 Partnership Commitment Form

**Tempe Library Comicon**  
**Saturday, January 23, 2016** **11 am- 3 pm**

*Please fill out the form below to secure your spot for the event.*

<b>Organization Name:</b>	
	<b>Important-</b> This is how your company name will appear in all documents. Please take time to make sure the name appears as you want when not used with logo.
<b>Organization Logo:</b>	Important-This logo will appear on all publicity. Please send a high resolution jpg/png or eps file.
Contact Person:	
E-Mail Address	
Telephone:	
Signature:	
<b>Partnership Item Description:</b>	
<b>Arrival time:</b>	
<b>Equipment Provided:</b>	<i>Two chairs and one 6' table will be supplied unless otherwise noted.</i>
<b>Extra space need beside table? How many feet?</b>	
<b>Additional Tables / Chairs Needed:</b>	
<b>Other equipment needed:</b>	
<b>Electricity Needed?</b>	

**Please email this form and logo to:** Jill Brenner  
Tempe Public Library  
**jill\_brenner@tempe.gov**  
Phone: (480) 350-5569

*Please return this form and logo by **October 1, 2015** to reserve your space and ensure you receive full recognition as a Tempe Public Library Partner.*